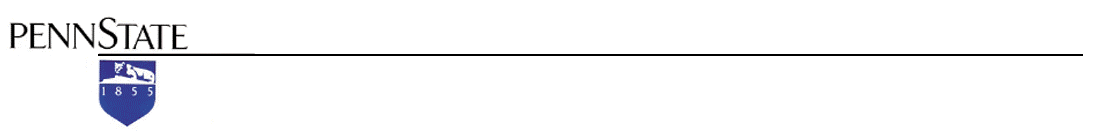
Information Technology Services

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Penn State Accessibility Quickstart Guide • *http://accessibility.psu.edu*

# Accessible PowerPoint Presentations—Office 2011

## Introduction

Microsoft PowerPoint is a useful tool for creating digital slideshows. By following a few simple steps, you can be sure that your PowerPoint presentation is accessible to everyone.

This page will show you how to makeaccessible files in **PowerPoint 2011 for Mac.**

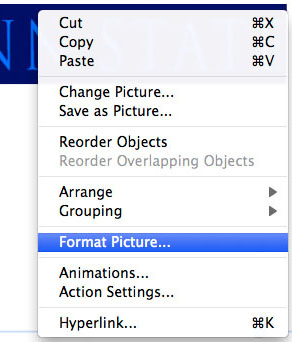
## Images

Images, charts and graphs must have a description so that someone unable to see them will understand their purpose and content.

This is what is known as **alt text**. Descriptions of images should be limited to approximately **20 words or 155 characters**. Charts and graphs may require longer explanations.

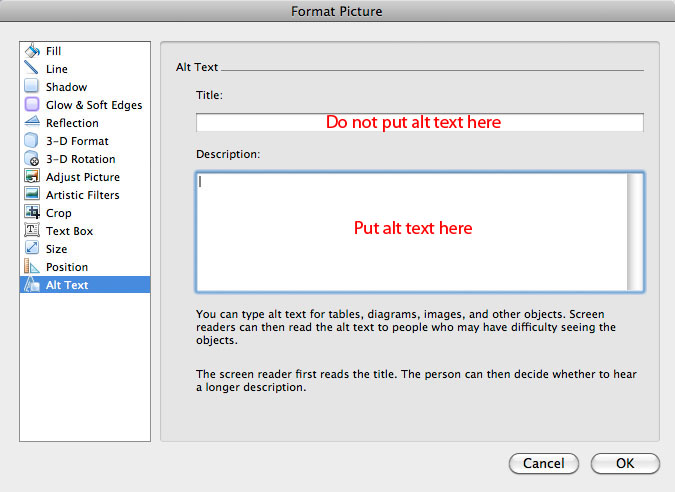
**To add alt text:**

1. Right-click or control-click the image and select **Format Picture**. This will open a dialog box.



1. Select the **Alt Text** tab.
2. Enter text in the **Description** box and click **OK**.  
   **Note:** Do not use the **Title** box.

## Images (cont’d)



## Charts and Graphs

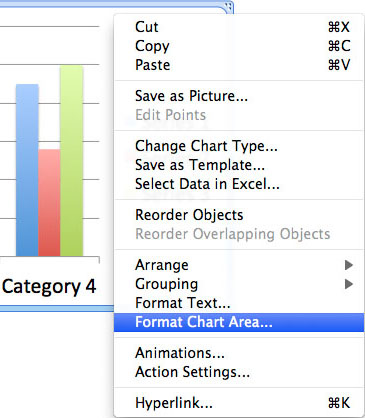
Charts and graphs may require longer explanations than simple images.

For many charts, the best alternative format in which to present data is a table containing the original figures.

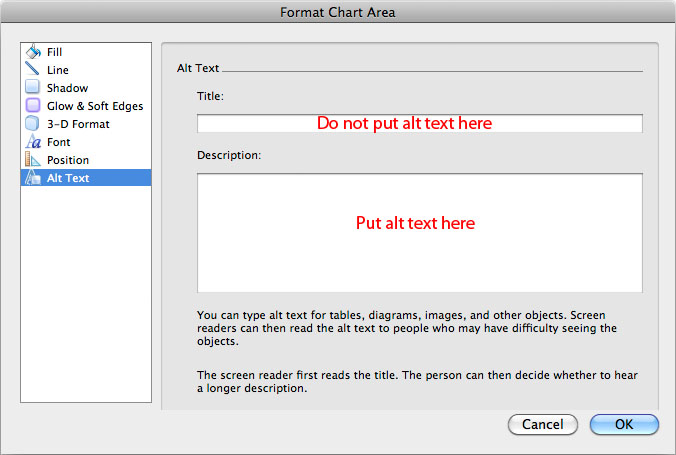
### To add alt text:

1. Right click or control-click near the edge of the chart or graph and choose **Format Chart Area**.

## Charts and Graphs (cont’d)



1. Select the **Alt Text** tab.
2. Enter text in the **Description** box and click **OK**.  
   **Note:** Do not use the **Title** box.



## Titling Slides

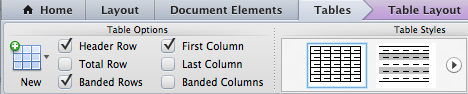
Using slide titles helps screen reader users navigate through the presentation, much as headings in a Word document or Web page do. Use the title area of the slide template to assign a unique title to each slide.

## Table Column Headings

Screen readers will identify column headings for table content if they are specified in Word. This is critical for blind users to understand the table’s content.

### To specify column headings:

1. Click anywhere in the table.
2. Go to the **Table** tab at the top of the page and check the **Header Row** check box.
3. Type (or retype) your column headings.
4. Press the **Enter** key.

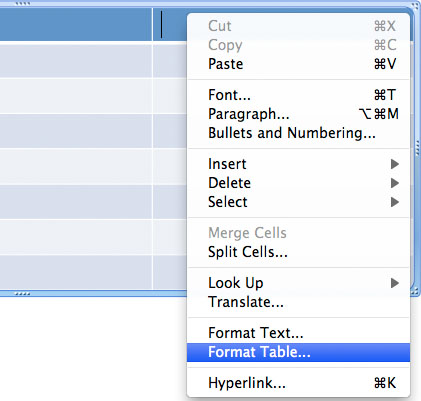
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## Tables

Tables may also require longer explanations than simple images.

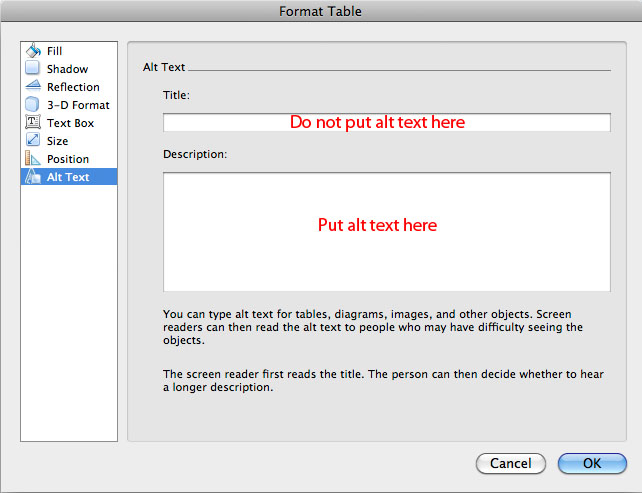
### To add alt text:

1. Right-click or control-click within the table and select **Table Properties**.
2. Select the **Alt Text** tab.



1. Enter text in the **Description** box and click **OK.** **Note:** Do not use the **Title** box.

## Tables (con’t)



**Using Contrasting Colors**

When creating presentations, use colors with enough contrast that colorblind users are able to distinguish between them.

### Some guidelines to consider:

* Avoid using orange, red, and green on slides.
* Use texture instead of color in graphs.
* Draw attention to particular items on slides by circling them instead of using color.

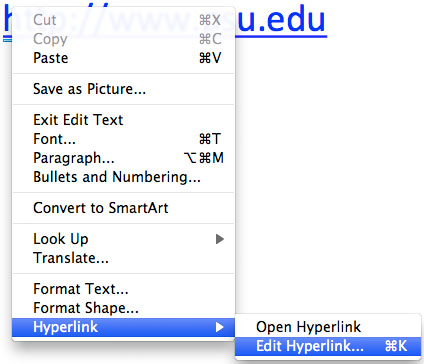
## Hyperlinks

Using a hyperlink for any URLs used in the presentation will help ensure that a link's purpose is understood. Screen readers will read a raw URL, but such links can be difficult to understand.

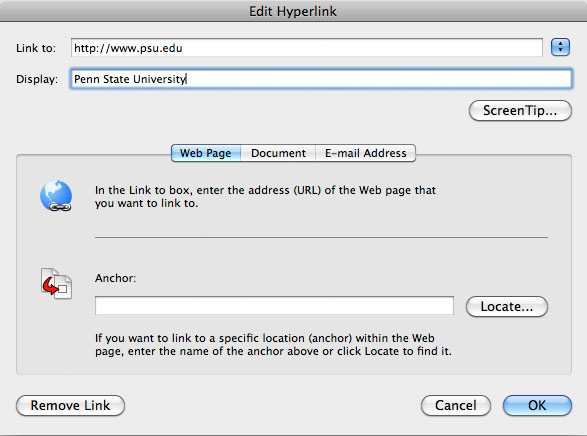
### To edit a hyperlink’s display text:

1. Right-click or control-click the URL
2. Select **Hyperlink**, then **Edit Hyperlink**.

## Hyperlinks (con’t)

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## Enter the text you’d like to be displayed in the box labeled Display.

~~~~

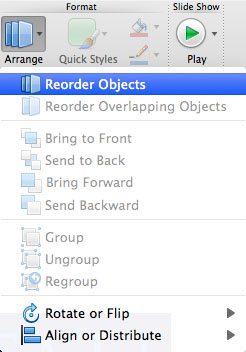
## Verifying Order of Slide Elements (next)

## Verifying the Order of Slide Elements

Because screen readers cannot simply display all of a slide’s content at once, they much read every slide in a certain order. It is important to verify the order in which each slide is arranged to make sure the information is coherent when read aloud.

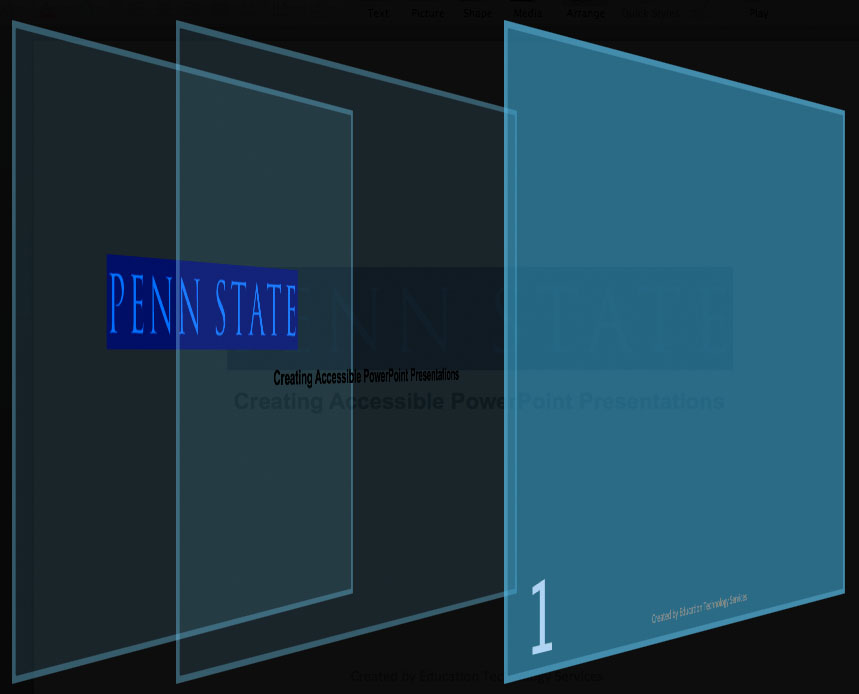
### To verify the order of slide elements:

1. Go to the **Home** tab
2. In the **Format** section, select the **Arrange** icon to see a drop-down list of commands.



## Verifying the Order of Slide Elements (cont’d)

1. Choose **Reorder Objects**.



1. The rightmost pane displays the element that will be read by a screen reader first, and the leftmost last. Notice that the visual order of the slide in the example does not match the order in which a screen reader would read it—the PSU wordmark will be read third, despite being the topmost element of the slide.

Use the mouse to slide the panes into their desired positions.

## Additional Information

For more information on accessibility, see[*http://accessibility.psu.edu*](http://accessibility.psu.edu).

For more information on using Microsoft Word, see online tutorials and documentation at:

* **Lynda.com Tutorials** ([*http://lynda.psu.edu*](http://lynda.psu.edu))
* **ITS Training** ([*http://its.psu.edu/training*](http://its.psu.edu/training)*)*